

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission
Regular Session Meeting
September 22, 2010 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MINUTES

MEMBERS OF THE COMMISSION
Arthur Chapman, President
Jeannie Nix
Robert Bergman
Jay Salter
Bill Tappan

Present: Commissioner Robert Bergman, Commissioner Jeannie Nix, Commissioner Jay Salter

Absent: President Arthur Chapman, Commissioner Bill Tappan

Staff: Acting Commission Secretary Mark McKibben, Acting Commission Clerks Heather Gunderlock and Robin Mason

Counsel: Acting Commission Counsel Rita Neal

1. Call to Order

Vice President Jeannie Nix called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

Vice President Nix opened the public comment period by stating that members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the Vice President. Presentations are limited to three minutes per individual. Being none, Vice President Nix closed the public comment period.

3. Minutes

August 25, 2010 - Regular Meeting

A motion was made by Commissioner Bergman and seconded by Commissioner Salter to approve the August 25, 2010 minutes as presented; motion carried 3-0-2.

4. Reports

Commission President

No report.

Commission Subcommittees

No active subcommittees at this time.

Civil Service Commission

Commission Counsel

No report.

Acting Commission Secretary

Commission Calendar

Mark McKibben provided the following updates to the Commission calendar.

- No additional meeting dates are necessary at this time. October 27 and 28 are confirmed.

5. Job Class Specifications – Revised

- a. Property Transfer Technician I, II, III
- b. Supervising Property Transfer Technician

Ken Tasseff, Personnel Analyst and Assessment Manager Barbara Edginton of the Assessor's Office presented the specifications and responded to questions from the Commission. Acting Commission Counsel Rita Neal then recommended changes and Vice President Nix called for a motion. A motion was made by Commissioner Bergman and seconded by Commissioner Salter to approve the specifications as amended; motion carried 3-0-2.

6. Presentation of DRAFT Civil Service Commission 2009-2010 Annual Report

Acting Commission Secretary Mark McKibben presented the report. Vice President Nix, Commissioner Bergman and Commissioner Salter complimented the conciseness and readability of the new report format.

7. Adjournment

The meeting was adjourned at 9:36 A.M.

** Note: These minutes reflect the actions of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*